

Bid Comparison Form (Form 2B) Instructions

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

The purpose of the Bid Comparison form (Form 2B) is to document compliance with COMM 47's requirement that at least 3 bids be obtained before selecting a commodity service provider. In addition, the form will be used for determining if the lowest cost provider has been selected.

To complete form 2B:

1. On line A enter the Site Name.
2. On line B enter the Site Address.
3. On line C enter the 11-digit claim number. Please refer to this number in all future correspondence with the Department of Commerce regarding this claim.
4. In block 1, for each bid, enter the bid item/service. Only one commodity item should be entered per block. Be specific in the descriptions of the bid item. See the example below, where Trucking Contaminated Soil is used to describe the bid item/service section (block 1).
5. In block 2, for each bid, enter the bidder's company name and city.
6. In block 3, for each bid, enter the estimated quantity being bid. On the example, Trucking is being bid and the estimated amount of soil being moved is 1,000 tons.
7. In block 4, for each bid, enter the unit bid amount from the contractor. In the example, for bidder 1 the unit cost bid equals \$5/ton.
8. In block 5, for each bid, enter the total cost. The total cost equals block 3 multiplied by block 4. On the example, the total cost equals 1,000 tons multiplied by \$5/ton equaling \$5,000.00 for the first bidder's total cost.
9. Check the Yes box located under blocks 4 and 5 for the bid you have selected. Selection is based upon the lowest cost per unit.
10. Once the form is completed, submit the Bid Comparison Form (Form 2B), the bid specifications, **all bids obtained** and the completed claim forms to the PECFA program.

Bid Comparison Example (Form 2B)

1. BID ITEM/SERVICE TRUCKING CONTAMINATED SOIL	2. BIDDER 1 NAME/CITY SWAN ENVIRONMENTAL CO BROOKFIELD		BIDDER 2 NAME/CITY CROW INC BARABOO		BIDDER 3 NAME/CITY ROBIN & ASSOCIATES WATERTOWN	
3. ESTIMATED QUANTITY 1,000 TONS	4. UNIT/COST \$5/TON	5. TOTAL COST \$5,000.00	UNIT/COST \$5.50/TON	TOTAL COST \$5,500.00	UNIT/COST \$4.50/TON	UNIT/COST \$4,500.00

Selected? ☐ Yes

Selected? ☐ Yes

Selected? ☒ Yes

BID COMPARISON (Form 2B) See Example & Instructions above

THE PURPOSE OF THIS FORM IS TO DOCUMENT COMPLIANCE WITH COMM 47'S REQUIREMENT THAT AT LEAST 3 BIDS ARE CONSIDERED BEFORE SELECTING A COMMODITY SERVICE PROVIDER, AND THAT THE LOWEST COST PROVIDER BE SELECTED.

COMM 47.33(1)(b) Commodity purchases, states:

1. All commodity services, which include but are not limited to soil borings, monitoring-well construction, laboratory analysis, excavation and trucking shall be obtained through a competitive bid process. A minimum of 3 bids are required to be obtained and the lowest cost service provider selected. An employee of a commodity service provider may not participate in the preparation of bid documents or other requirements of the process, except for providing technical material, if the employee's firm is a bidder.

A. SITE NAME:
B. SITE ADDRESS:
C. COMMERCE NUMBER:

1. BID ITEMS/SERVICE	2. BIDDER 1 NAME/CITY	BIDDER 2 NAME/CITY	BIDDER 3 NAME/CITY			
3. ESTIMATED QUANTITY	4. UNIT/COST	5. TOTAL COST	UNIT/COST	TOTAL COST	UNIT/COST	TOTAL COST
Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		

1. BID ITEMS/SERVICE	2. BIDDER 1 NAME/CITY	BIDDER 2 NAME/CITY	BIDDER 3 NAME/CITY			
3. ESTIMATED QUANTITY	4. UNIT/COST	5. TOTAL COST	UNIT/COST	TOTAL COST	UNIT/COST	TOTAL COST
Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		

1. BID ITEMS/SERVICE	2. BIDDER 1 NAME/CITY	BIDDER 2 NAME/CITY	BIDDER 3 NAME/CITY			
3. ESTIMATED QUANTITY	4. UNIT/COST	5. TOTAL COST	UNIT/COST	TOTAL COST	UNIT/COST	TOTAL COST
Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		Selected? <input type="checkbox"/> Yes		

If more pages are needed please photocopy this form.